

SAFETY TIPS OF THE MONTH

Practice these home safety tips:

1) Smoke Alarms – These are still a very important addition to your home. Smoke alarms are widely available and inexpensive. Install a smoke alarm on every level of your home and test it monthly.

2) Prevent Electrical Fires – Don't overload circuits or extension cords. Cords and wires should never be placed under rugs or in high traffic areas. Avoid loose electrical connections by checking the fit of the plug in the wall outlet. If the plug loosely fits, inspect the outlet right away. A poor connection between the plug and the outlet can cause overheating and can start a fire in minutes.

3) Alternate Heaters – Make sure there is ample space (3 feet) around any portable heating unit. Inspect your chimney annually and use fire screens to help keep any fires in the fireplace.

4) Create An Escape Route – Create and practice your escape plan with your family from every room in the house. Practice staying low to the floor and checking for hot doors using the back of your hand. It's just like a routine school fire drill – but in your home.

5) Position Appliances Carefully – Try to keep TV sets, kitchen and other appliances away from windows with curtains. If there is a wiring problem, curtains can spread a fire quickly.

6) Clean Dryer Vents – Clothes dryers often start fires in residential areas. Clean the lint filter every time you start a load of clothes to dry or after the drying cycle is complete. Make sure your exhaust duct is made of metal tubing and not plastic or foil. Clean the exhaust duct with a good quality dryer vent brush to prevent blockage and check for lint build up behind the dryer at least twice a year.

7) Conduct Regular Inspections – Check all of your electronic equipment and wiring at least once a month. Taking a little time to do this each month can really pay off.

Following these simple tips could potentially save your life or the life of a loved one.



"And remember to check with your accountant, as the gifts I've bestowed upon you may be subject to tax."



HALLOWEEN RIDDLES

- 1) What do you do with a very green monster?
- 2) What is the largest building in Transylvania?
- 3) What do little trees say on Halloween?
- 4) Why aren't there more famous skeletons?
- 5) What is a Mummies' favorite type of dance music?
- 6) When does a spooky skeleton laugh?

Answers on Page 2 Safety Bits & Pieces

Safety Matters



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WHEN AND HOW TO FIGHT A FIRE

Fire safety in the workplace involves knowledge, skill, and judgment on your part. For example, you need to know when to try to fight a fire and when to evacuate. The general rule is that you should use a fire extinguisher to fight small, contained fires such as in a wastebasket, but evacuate if the fire is larger or out of control.

Don't be a hero: Even if you know how to use a fire extinguisher, never try to be a hero when it comes to fighting fires that are too big or spreading quickly. In that case, sound the alarm, evacuate and help others to evacuate, and let the firefighters handle the job.

On the other hand, when a fire is small and contained, your quick action can save the day. That's why everyone should know how to use a fire extinguisher. The National Fire Protection Association (NFPA) advises people to remember the word **PASS**. The letters stand for the steps to take when using a fire extinguisher:

- P**ull the pin on the unit.
- A**im at the base of the fire, standing about 8 feet away.
- S**queeze the handle to release the extinguishing agent.
- S**weep from side to side until the fire is out.

NFPA also warns that you should never turn your back on a fire, even if it looks as if it is out. It could flare up again, so you might need to continue spraying. Make sure you have an escape route behind you in case you can't put the fire out and have to evacuate.

The ABCs of Fire Extinguishers

You're busy working when a co-worker notices smoke billowing out from behind some machinery. As you get closer, you see flames. You grab the nearest fire extinguisher and train it on the fire. Within minutes, the fire is under control, and you're a hero.

Sound too good to be true? It probably is. For instance, what if you couldn't locate a fire extinguisher quickly? What if you didn't know how to use it? What if you grabbed the wrong extinguisher, and the fire got bigger instead of going out?

The first step in fighting any fire is being able to locate a fire extinguisher in a hurry. Do you know where all the extinguishers in your work area are located?

And then, of course, you need to know about the different kinds of fire extinguishers and what they're used for. Using the wrong extinguisher can actually cause a fire to spread faster. Fires are categorized into five main classes, and all extinguishers are labeled to tell you which class of fire they're designed for:

- **Class A** fires involve wood, paper, trash, rags, or cloth. The corresponding extinguisher controls fires by wetting down and cooling the flames.
- **Class B** fires involve gases, grease, or flammable liquids, such as gasoline, oil, paint, and solvents. The extinguisher cuts off oxygen or reduces flames.
- **Class C** fires involve electrical equipment and wiring. Instead of using water, which conducts electricity and poses a dangerous electrocution hazard, these extinguishers contain carbon dioxide or a dry chemical. **WARNING:** Never use water on an electrical fire!
- **Class D** fires involve combustible metals, such as aluminum, sodium, magnesium, or zinc.
- **Class K** fires involve cooking oils, trans-fats or fats in cooking appliances and are typically found in restaurant and cafeteria kitchens.

Combination ABC or BC extinguishers are used for fires that involve combinations of the A, B, and C classes.

Safety Bits & Pieces

YOUR VALUABLE CONTRIBUTION

How can you contribute to a safer workplace for everyone? Easy. All you have to do is take steps like the following:

- Set a safe example for your co-workers.
- Identify improvements in safety procedures and conditions.
- Learn first aid and CPR.
- Help newer employees make safety a part of their job.
- Take safety training seriously and apply what you learn to your job.
- Volunteer or demonstrate or help in other ways with safety meetings.
- Report unsafe conditions or unsafe acts right away.

SAFETY TRAINING

You should come away from safety training knowing more than you knew before about ways to protect yourself and your co-workers from accidents and injuries on the job. That means during each safety meeting or training session you need to recognize:

- What is the objective of the meeting
- Why this issue is important
- Which workplace hazards are being pointed out
- When and where you may face these hazards
- How you can protect yourself and others—what steps, procedures, precautions, etc. you need to take

If you've missed or not understood any of this information, be sure to ask questions until you're confident.

THE OTHER HAZARD OF SMOKING

Did you know that as many as 900 people are killed and some 2,500 are injured every year in fires started by cigarettes and other lighted tobacco products?

HALLOWEEN RIDDLES ANSWERS:

- 1) Wait until it ripens!
- 2) The Vampire State Building!
- 3) Twig or treat!!
- 4) They're a bunch of no bodies!!
- 5) Wrap!!!
- 6) When something tickles his funny bone!!!



Fire Prevention Quiz

Preventing fires is your most important defense

October 5-11 is National Fire Prevention Week—a good time to think about fire safety. Complete this fire prevention quiz. Then check your answers.

1. Fire is a chemical reaction involving fuel, oxygen, and an _____ source.
2. Never _____ near combustible materials or flammable liquids.
3. You can _____ fire hazards through good housekeeping and other safe work practices.
4. Many workplace fires are caused by problems with _____ equipment.
5. Flammable chemicals present a special fire hazard because of invisible _____.
6. You can find important chemical fire prevention information on the MSDS or on the _____.
7. Don't overload electrical circuits or _____.
8. Dispose of combustible waste like oily rags in tight _____ containers.
9. Dangers of fires include flame, heat, smoke, suffocation, toxic vapors, and _____.
10. To survive a fire, you need to know your _____ route.

Answers: (1) ignition (2) smoke (3) eliminate (4) electrical (5) vapors (6) label (7) outlets (8) metal (9) explosions (10) evacuation

ON THE LIGHTER SIDE



QUOTATION OF THE MONTH

What is the difference between an obstacle and an opportunity? Our attitude toward it. Every opportunity has a difficulty, and every difficulty has an opportunity.

J. Sidlow Baxter (1903-1999),
Australian pastor/author



From the State of Delaware's Office of Highway Safety... Driving Too Fast is No Way to Live

Let's face it: Driving fast doesn't get you anywhere except in trouble. When you speed, you're subject to fines, points on your driver's license record or worse — you could injure yourself or someone else. Did you know?

- Speed continues to be a major factor in injury and fatal car crashes in Delaware.
- Males are twice as likely as females to be involved in a speed related crash serious enough to cause injury.
- Injury crashes occur every day of the week, but are most common on Friday.
- And they happen at all times of the day, but tend to peak around the afternoon rush hour.

Many people speed and don't think it's a big deal. Think again. Driving too fast is no way to live. There's a habit you can adopt that could save your life—slowing down.

For more information, go to www.aggressivedrivingde.com.

Slow Down. Arrive Alive DE